

SITE SURVEY REPORT

Check-in Inventory

Prepared for	Rowan Lettings (sample agent)
Date	25 Sep 2026
Site	Flat 6, Rowan House
Prepared by	E. Fisher, Inventory Clerk

Sample report. The property, people and organisation are fictional. The photographs are stills taken from the Walk Cam clips shown on sitesurvey.app. A report records what was found and when. Whether any wear is fair is a judgement for the landlord and tenant, and for the deposit scheme's adjudicator if they cannot agree.

FORM

1. Visit and tenancy

Report reference	INV-2026-0187 (sample)
Property address	Flat 6, Rowan House. First floor, one bedroom flat
Date of the visit	Fri 25 Sep 2026, 09:40 to 10:20
Type of report	Inventory and check-in
Tenancy start date	Fri 25 Sep 2026
Is the visit on the day the tenancy starts?	Yes
Is the tenant at the visit?	Yes, for the whole visit
Who is preparing the report?	Independent inventory clerk, instructed by Rowan Lettings (sample agent)
Name of the person preparing the report	E. Fisher, Inventory Clerk
Tenant name	M. Okafor

FORM

2. Rent and deposit

Rent each month (£)	950.00
Deposit taken (£)	1,050.00
Date the deposit was received	Fri 18 Sep 2026
Five weeks' rent (£)	1,096.15. The deposit is within the five week cap
Has the deposit been protected in an approved scheme?	Yes, as recorded by the agent
Date it was protected	Wed 23 Sep 2026
Date the prescribed information was given to the tenant	Wed 23 Sep 2026, by email
Deposit rule	The landlord must put the deposit in a government approved scheme and give the tenant the prescribed information, both within 30 days of getting it

FORM

3. Overall cleanliness and condition

Property type	Flat
How is the home let?	Unfurnished. Curtains, light fittings and kitchen appliances are included
Overall cleanliness	Professionally cleaned
Is there a cleaning invoice or receipt?	Yes. Invoice dated 22 Sep 2026, held by the agent. Carpets professionally cleaned the same day
Cleanliness and condition	Condition is not the same as cleanliness. If the check-in report does not record how clean the home was, a later claim for cleaning is hard to support
Overall condition	Good. Two items noted: a small mark on the living room carpet and a chipped tile in the bathroom
Has the home been decorated since the last tenancy?	Yes. Walls and ceilings repainted throughout in September 2026
Is a garden, yard, garage or outbuilding included?	No
Were all rooms and cupboards inspected?	Yes
Does the report use abbreviations?	No. Good: no marks or damage seen. Fair: light signs of use. Poor: worn or marked. Damaged: broken or not working

FORM

4. Meter readings

Where is the electricity meter?	Hallway cupboard, lower shelf
Electricity reading (kWh)	02003, at 10:05. Photographed with the display readable
Is there a gas supply?	Yes
Gas reading	00417 m ³ , at 10:06. Meter on the upper shelf of the hallway cupboard. Photographed
Is there a water meter?	No. The tenant has been told to contact the water company
Is there an oil tank?	No
Is any meter a prepayment meter?	No

FORM

5. Keys

Front door keys	2
Communal door keys or fobs	2 fobs
Window keys	4
Other keys	2
What are the other keys for?	Meter cupboard (1) and letter box (1)
Total keys	10. Handed to the tenant
Photo of all the keys together	Taken on the worktop before handover

6. Room by room

WALK CAM

Check-in walk, Flat 6

Living room, kitchen and meters · Inventory and check-in

1. Living room

Check-in, living room. Carpet good, one small mark by the door. Curtains, pole and tie-backs fine. Walls freshly decorated, no marks. White panel door with a brass letter plate and handle, all good. Radiator under the window. Door entry handset on the wall by the door, with key hooks below. Room is empty and clean.



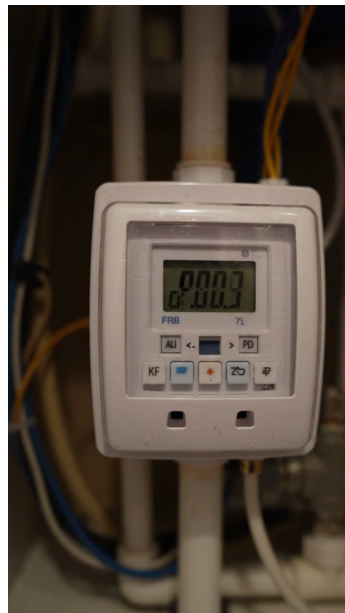
2. Kitchen

Kitchen. Oven and hob clean, all four rings working. Built-in oven, glass clean, two shelves inside. Worktops good, no chips or burns. Tiles and grout clean. White units with steel handles, doors and drawers all fine. Sockets above the worktop undamaged.



3. Meters

Meters, hallway cupboard. Electricity meter on the lower shelf, reading zero two zero zero three. Photographed close up so the display can be read. Gas meter on the shelf above, reading zero zero four one seven. Cupboard door and hinges fine.



FORM

Rooms

Hallway	Wood effect laminate, good. Walls, ceiling and woodwork good. Windows and doors good. Meter and boiler cupboard, door and hinges good. No window dressing. Professionally cleaned. No marks
Living room	Grey carpet, professionally cleaned, good. Walls good, cream emulsion, freshly decorated. White uPVC window and six panel door with brass letter plate and lever handle, good. Beige eyelet curtains with tie-backs on a metal pole, good. Panel radiator with thermostatic valve, door entry handset working, four key hooks. Professionally cleaned
Living room, marks	One small dark mark on the carpet, about 2 cm across, 30 cm in from the door. Close-up photographed with a scale card
Kitchen	Wood effect laminate, good. Walls and tiles good, grout clean. White units with brushed steel handles, doors and drawers good. Grey speckled worktop, no chips, burns or cuts. Professionally cleaned. No marks
Kitchen, appliances	Oven; hob. Built-in electric single oven, two shelves. Four ring gas hob with pan supports. Make and model not shown on the front of either. Rating plate inside the oven door photographed
Kitchen, do all the hob rings work?	Yes
Kitchen, inside of the oven	Clean
Bedroom	Grey carpet, professionally cleaned, good. Walls good, freshly decorated. Window good. Blackout blind, working. Fitted wardrobe, two doors, good. Professionally cleaned. No marks
Bathroom	Walls and ceiling good, freshly decorated. Window and door good. White bath, basin and toilet, good. Shower over the bath working. Professionally cleaned
Bathroom, sealant and grout	Clean. No limescale
Bathroom, marks	One wall tile chipped at the corner beside the basin, about 1 cm. Close-up photographed
Photographs	42 in total, each dated and held against its room

FORM

7. Alarms and safety records

New tenancy	Each required alarm must be checked on the day the tenancy begins. The tenant can sign the inventory to record the test
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How many storeys have a room used as living accommodation?	1
How many of those storeys have a smoke alarm?	1. Hallway ceiling
Smoke alarm test	All sounded. Tested at 10:10 in front of the tenant
Does any room have a boiler, fire or stove?	Yes. Boiler in the hallway cupboard (the gas hob is not counted)
Is there a carbon monoxide alarm in each of those rooms?	Yes. Hallway wall beside the boiler cupboard
Carbon monoxide alarm test	All sounded. Tested at 10:11 in front of the tenant
Has the tenant been given a copy of the gas safety record?	Yes. Record dated 14 Sep 2026
Has the tenant been given a copy of the electrical installation report?	Yes. Report dated 3 Mar 2025

FORM

8. Agreement and sign-off

Does the tenant agree with the report?	Agrees, with comments. Signed by M. Okafor on the device at 10:20
Tenant's comments, in their own words	"I agree the mark on the carpet and the chipped tile were there when I moved in. Nothing else to add."
Date the tenant was given a copy of this report	Fri 25 Sep 2026, by email
Date further comments are due from the tenant	Fri 2 Oct 2026
Name of the person who prepared the report	E. Fisher, Inventory Clerk

Signed

E. Fisher